

**STATEMENT OF WORK FOR AGREEMENT  
BETWEEN THE  
U.S. DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION SERVICE  
AND THE  
RECIPIENT  
(b)**

**I. PURPOSE**

The purpose of this agreement is to improve and promote conservation on private lands in the state of Kansas. This agreement will increase outreach opportunities across the state.

**II. OBJECTIVES**

**III. RESPONSIBILITIES OF THE PARTIES**

A. NRCS will:

1. Provide assistance and guidance as requested.
2. Employees of NRCS shall participate in efforts under this agreement solely as representatives of the United States. To this end, they shall not participate as directors, officers, employees, or otherwise serve or hold themselves out as representatives of Recipient or any member of Recipient. They also shall not assist the Recipient or any member of the Recipient with efforts to lobby Congress, or to raise money through fundraising efforts. Further, NRCS employees shall report to their immediate supervisor any negotiations with Recipient, or any member of Recipient, concerning future employment and shall refrain from participation in efforts regarding such party until approved by the Agency.

B. The Recipient will:

1. Comply with all terms and conditions in all the attachments as listed on the Notice of Grant and Agreement Award. All attachments are incorporated as part of this agreement
2. Perform all technical and administrative functions necessary to achieve the purpose, objective, and expected accomplishments and deliverables.

3. Provide accrual reports on March 11<sup>th</sup>, June 11<sup>th</sup>, September 11<sup>th</sup>, and December 11<sup>th</sup> to the NRCS technical liaison until this agreement has been completed.
4. Complete and submit, not more frequently than monthly, nor less frequently than quarterly, a billing on Standard Form (SF) 270, Request for Advance or Reimbursement, with documentation to support reimbursement for work completed and/or delivered and signed by the appropriate official of the Recipient.
5. Acknowledge NRCS support on any written publications or audiovisual aids produced with NRCS financial support and, if feasible on any publication reporting the results of, or describing, this supported activity. All public announcements must be submitted and approved by NRCS prior to release.
6. Adhere to federal appropriation law principles for all training and conference events. The Recipient will seek advice from the NRCS administrative liaison in planning the events of any appropriation law questions.
7. Employees of the Recipient shall remain its employees while carrying out their duties under this agreement and shall not be considered as Federal employees or agents of the United States for any purpose under this agreement.

#### **IV. EXPECTED ACCOMPLISHMENTS AND DELIVERABLES**

#### **V. PERIOD OF PERFORMANCE**

#### **VI. RESOURCES REQUIRED**

A. NRCS agrees to:

1. Provide thirty-five thousand dollars (\$35,000)
2. Reimburse or advance funds (if approved) upon receipt and approval of Form SF-270 and supporting documentation.
3. Provide the following as a liaison:

Technical

Name:  
Title:  
Address:  
  
Telephone No.:  
Facsimile No.:  
Email Address:

Administrative

Erin M. Riffey  
Contract Specialist  
760 South Broadway  
Salina, Kansas 67401  
(785) 823-4505  
(785) 823-4540  
erin.riffey@ks.usda.gov

B. Recipient agrees to:

1. Provide thirty-five thousand dollars (\$35,000)
2. Provide the following as a liaison:

Technical

Name: Stephanie Royer  
Title: District Manager  
Address: 1515 Oak Street,  
PO Box 129  
La Crosse, KS 67548-0129  
  
Telephone No.: (785) 222-3623  
Facsimile No.:  
Email Address: stephanie.royer@ks.nacdnet.net

Administrative

**VII. MILESTONES**